

BETHEL PUBLIC SCHOOLS

Fundraising Activity Approval

Name of Organization:

School(s) and/or Student Activities intended to benefit from fundraising activities:

Brief description of fundraising activity:

Brief description of how funds raised will be used:

Dates of fundraising activity:

Name of adult responsible for fundraising activity (“Sponsor”):

Contact information for Sponsor:

Phone:

Email:

Anticipated funds to be solicited:

Approval	Signature	Date
PTOs, Boosters, Clubs Approval (All requests must be approved by organization prior to Principal/AD approval)		
Athletic Director’s Approval (Requests pertaining to Athletics)		
Principal’s Approval (All requests)		
Superintendent’s Approval (if over (\$2,500)		

c: Director of Fiscal Services
Superintendent

Instructions:

Fundraising activities shall not be initiated until prior approval is secured as set forth in Policy/Regulation 1324.

1. Requests for prior approval for fundraising activities must be submitted on Form 1324. Form 1324 must be completed and submitted to the Principal for approval fifteen (15) days prior to the start of the fundraising activities.
2. Requests for prior approval for fundraising activities anticipated to raise funds over \$2500.00 shall be made in advance in writing to the Superintendent or his/her designee at least fifteen (15) days prior to the commencement of the activity. The Superintendent or his/her designee shall indicate his/her approval in writing to the organization applying for the approval. (Form 1324)